

**DEPARTMENT OF LOCAL GOVERNMENT FINANCE  
LOCAL GOVERNMENT TAX CONTROL BOARD  
HEARING INFORMATION SHEET**

**Public Works Projects  
I.C. 36-9-41**

<b>UNIT CODE</b> _____	
<b>UNIT NAME</b> _____	<b>COUNTY</b> _____
<b>POPULATION</b> _____	<b>POPULATION</b> _____
<b>AMOUNT</b> _____	<b>TERM (1 to 6 YEARS)</b> _____

Complete all sections of this Information Sheet to expedite review of your request. Incomplete submissions will be returned. Returned forms will require the unit to again petition the Department of Local Government Finance for determination.

1. Is a common construction wage applicable to this project? (Check one) ☐ **Yes** ☐ **No**

If **No**, explain: \_\_\_\_\_  
\_\_\_\_\_

2. Is a tax rate anticipated to repay the debt? (Check one) ☐ **Yes** ☐ **No**

If **No**, explain: \_\_\_\_\_  
\_\_\_\_\_

3. What is the estimated tax rate impact based on the maximum annual debt payment? (Complete the following. If this is a property tax back, please calculate the rate that would be needed if a debt service fund were to be created.)

a) First Year of Repayment Requiring Rate:	20____ Pay ____
b) Estimated Assessed Value	_____
c) Maximum Annual Payment	_____
d) Less Estimated Excise Tax	_____
e) Less Estimated Financial Institutions Tax	_____
f) Less Other Revenues	_____
g) Estimated Levy (c-d-e-f)	_____
h) Estimated Tax Rate (g ÷ b/100)	_____

### Rate Impact Data (List All Funds)

Fund	DLGF Current Year Approved Tax Rates 20__	Anticipated Rates First Year of Repayment 20__	Anticipated Rates Maximum Year of Repayment 20__
General			
Debt Service			
<b>TOTAL</b>			

4. If no tax rate impact is anticipated due to an increase in assessed valuation and/or debt retirement provide a schedule indicating the unit's estimates for the term of the loan.
5. Were the terms of financing openly discussed at public meetings? (Check one) ☐ Yes ☐ No  
 Date(s) of public meetings \_\_\_\_\_
6. Community Involvement – what did the unit do to educate its taxpayers about this project? (i.e. pamphlets, videos, charts, etc.) \_\_\_\_\_  
 \_\_\_\_\_
7. Will this issue in any way result in an appeal to increase the levy limitations under IC 6-1.1-18.5-12?  
 (Check one) ☐ Yes ☐ No  
 If Yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_
8. List and describe the age, condition, use, limitations, or other pertinent information of any structures to be remodeled and/or expanded. (Attach a separate page, if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. List and describe any structures that will be replaced, demolished, converted, or sold following completion of this project. Explain why this is necessary and wise (i.e.: age, additions, conditions, use, utility).  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. What is the total current tax rate of the district (including school, county, etc.)? \_\_\_\_\_
11. What is the proposed rate increase as a percent of district total rate? \_\_\_\_\_

**TOTAL PROJECT COST (ALL BUILDINGS)**

<b>COST OF CONSTRUCTION</b>	<b>Public Works Fund Proceeds</b>	<b>Local Funds</b>	<b>Total Cost</b>
<b>Construction Costs</b>			
<b>Demolition Costs</b>			
<b>Architect Fees * _____ %</b>			
<b>Clerk of the Works</b>			
<b>Construction Management * _____ %</b>			
<b>General Conditions</b>			
<b>Site Preparation</b>			
<b>Land or Building Costs</b>			
<b>Demolition Costs</b>			
<b>Soil Testing</b>			
<b>Loose Equipment</b>			
<b>Builders Risk Insurance</b>			
<b>Title Insurance</b>			
<b>Contingencies * _____ %</b>			
<b>Other</b>			
<b>SUB TOTAL CONSTRUCTION<sup>1</sup></b>			

<b>COST OF FINANCING</b>	<b>Public Works Fund Proceeds</b>	<b>Local Funds</b>	<b>Total Cost</b>
<b>Attorney Fees * _____ %</b>			
<b>Counsel * _____ %</b>			
<b>Financial Advisor * _____ %</b>			
<b>Legal Advertising</b>			
<b>Other</b>			
<b>Other</b>			
<b>Other</b>			
<b>Interest During Construction ** ____ Months @ _____ %</b>			
<b>SUB TOTAL FINANCING</b>			
<b>TOTAL PROJECT COST</b>			

<sup>1</sup> Expressed as a percentage of total project cost.

\*\* Net of anticipated interest from investments.

**PROJECT COST OF AN INDIVIDUAL BUILDING**  
(Attach a separate page for each building)

**BUILDING NAME:** \_\_\_\_\_

**BUILDING USE:** \_\_\_\_\_

- a) *New construction includes any new facilities that previously did not exist.*
- b) *Additions to existing construction includes a new addition to an existing facility.*
- c) *Remodeling of an existing structure includes structures that exist and will have renovations/remodeling but NO new addition.*
- d) *If an addition is part of a remodeling project separate the square footage of the addition and the square footage of the area to be remodeled.*

**New Construction:** \_\_\_\_\_ square feet      Cost per square foot \$ \_\_\_\_\_ (Total Construction Costs/Sq. Ft.)

**Addition:** \_\_\_\_\_ square feet      Cost per square foot \$ \_\_\_\_\_ (Total Construction Costs/Sq. Ft.)

(square feet of original structure prior to addition = \_\_\_\_\_ )

**Remodeling:** \_\_\_\_\_ square feet      Cost per square foot \$ \_\_\_\_\_ (Total Construction Costs/Sq. Ft.)

**Total Project:** \_\_\_\_\_ square feet      Cost per square foot \$ \_\_\_\_\_ (Total Project Costs/Sq. Ft.)

<b>COST OF CONSTRUCTION</b>	<b>Public Works Fund Proceeds</b>	<b>Local Funds</b>	<b>Total Cost</b>
<b>Construction Costs</b>			
<b>Demolition Costs</b>			
<b>Site Preparation</b>			
<b>Architect Fees</b>			
<b>Clerk of the Works</b>			
<b>Construction Management</b>			
<b>General Conditions</b>			
<b>Land or Building Costs</b>			
<b>Soil Testing</b>			
<b>Loose Equipment <sup>1</sup></b>			
<b>Builders Risk Insurance</b>			
<b>Title Insurance</b>			
<b>Contingencies</b>			
<b>Other <sup>2</sup></b>			
<b>TOTAL CONSTRUCTION COST FOR THIS BUILDING</b>			

1. Detail items and costs for "Loose Equipment". (Attach a separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Explain "Other". (Attach a separate sheet if necessary.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FUNDING INFORMATION

Local Funds (list separately):

FUND	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL AMOUNT:</b>	\$

1. Are all Local Funds on hand? (Check one) ☐ Yes ☐ No

Grants or other sources (list separately):

GRANT	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL AMOUNT:</b>	\$

2. Have all grants or other sources of funding been approved and on hand? (Check one) ☐ Yes ☐ No
3. If property tax backup is requested, from what funding source(s) does the unit plan to use for repayment?

\_\_\_\_\_  
(Attach a schedule showing adequate revenues are available).

**TOTAL PROJECT COST (Public Works Funds + Local Funds + Grants + Other) = \$ \_\_\_\_\_**

## DEBT INFORMATION

List the type and purpose of each current debt:

<b>Loan Type</b> (General Obligation Bond, Lease Rental, Emergency Loan, Apparatus Loan, etc)	<b>Purpose</b>	<b>Annual Payment</b>	<b>Retirement Date</b>	<b>Remaining Balance</b>

- What is the unit's most recent certified assessed valuation? \$ \_\_\_\_\_ For Year \_\_\_\_\_
- What is the unit's current statutory debt limitation? \_\_\_\_\_ / 3 X (.02) = \$ \_\_\_\_\_  
(Most Recently Certified Assessed Valuation)
- What is the unit's current amount of indebtedness subject to the 2% debt limitation? \$ \_\_\_\_\_
- Current Debt Capacity (Line 2 – Line 3) = \$ \_\_\_\_\_

### Proposed Debt Service Payments for this Project

Type	Term (yrs.)	Int. Rate <sup>1</sup>	First Full Year (First Year of Debt Service Rate)		Maximum Payment (Maximum Payment Year)	
			20__		20__	
			20__		20__	

<sup>1</sup> Maximum interest rate may not exceed 8% without prior approval from the Department of Local Government Finance

### Publications and Notices

(All Proofs of Publication must accompany this document)

- Date of Notice for Preliminary Determination Hearing: \_\_\_\_\_
- Date of Preliminary Determination Hearing: \_\_\_\_\_
- Date of Publication of Preliminary Determination: \_\_\_\_\_
- Did any taxpayers file objections to the project? \_\_\_\_\_
- Date of governing body's resolution appropriating Public Works Funds \_\_\_\_\_
- The elected/governing body consists of \_\_\_\_\_ members. Their resolution/ordinance to adopt the proposed project passed by the following vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent
- Has the project been bid? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Date construction is expected to start \_\_\_\_\_ and substantially completed \_\_\_\_\_

### LISTING OF PROFESSIONALS INVOLVED IN THIS PROJECT

(The Department of Local Government Finance Order will only be mailed to the Unit Fiscal Officer and faxed to the Bond Counsel.)

#### Attorney

Name		
Address		
Phone Number		
Fax Number		
E-Mail Address		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Bond Counsel

Name		
Address		
Phone Number		
Fax Number		
E-Mail Address		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Financial Advisor

Name		
Address		
Phone Number		
Fax Number		
E-Mail Address		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Architect

Name		
Address		
Phone Number		
Fax Number		
E-Mail Address		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Unit Fiscal Officer

Name		
Address		
Phone Number		
Fax Number		
E-Mail Address		

#### Other

Name		
Address		
Phone Number		
Fax Number		
E-Mail Address		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### COMMON CONSTRUCTION WAGE

(TO BE COMPLETED IF A PUBLIC WORKS PROJECT AND TOTAL COSTS EXCEED \$150,000)

**Important: A copy of the minutes of the wage scale meeting and adoption must accompany this document**

1. Is Wage Scale provided? (Check one) ☐ Yes ☐ No  
If **No**, explain why unit is exempt from providing such documentation:
2. Did the wage committee consider the following factors:
  - a) A determination of the skilled, semiskilled and unskilled classes required under IC 5-16-7-1(c)(1) for each trade or craft classification of labor employed in the performance of the project's contract?  
(Check one) ☐ Yes ☐ No
  - b) A determination of reasonably anticipated costs of providing fringe benefits commonly paid to workers on similar projects if their exclusion would depress real compensation below the level commonly set by the private sector. (Check one) ☐ Yes ☐ No

What was the date of the Common Construction Wage Committee Meeting? \_\_\_\_\_

3. Did the wage scale committee base its decision on data that was representative of the wages most commonly paid in the county where the project is located and for the types of work at issue?  
(Check one) ☐ Yes ☐ No
4. If the wage scale committee did not consider the factors and information described above, provide an explanation of the reason(s) why such factors and information were not considered:
5. Did any members of the committee abstain or refuse to sign the wage determination?  
(Check one) ☐ Yes ☐ No  
  
If **Yes**, state the members name, title and reason for vote:
6. If the answer is **Yes** to question #5, all data and information compiled by the Common Construction Wage Committee must accompany this document. Those documents include (but are not limited to) the following:
  - Surveys of projects and the rates proposed.
  - Any documents from the Department of Workforce Development pertaining to this project's Common Construction Wage Scale.
  - Any information that is background information for the Common Construction Wage hearing.
  - Any other documentation compiled by the committee that is not enumerated above.



### **Required Documentation**

The following information is required to be attached to this document. This document and supporting information must be filed with the Department of Local Government Finance on or before the "Information Due Date" as indicated below.

#### **Indicate by a [X] documentation attached**

- ☐ Required Proofs of Publication (Refer to Page 6)
- ☐ Governing Body Public Works Resolution/Ordinance
- ☐ Amortization Schedule as required
- ☐ Certificate of No Remonstrance
- ☐ Property Tax Backup Funding Schedule of Available Revenue. if applicable
- ☐ Minutes of the Common Construction Wage scale meeting and adoption, if applicable
- ☐ Detailed project description, if applicable.
- ☐ Eight (8) copies of Hearing Information Sheet and above supporting documentation
- ☐ Newspaper articles pertaining to the project, if available

#### **Notice**

**To obtain a debt service rate for the ensuing budget year, the unit must comply with the provisions of IC 6-1.1-17-3 for the ensuing year budget. In addition, on or before December 31 of the current year, the unit must execute the debt and file with the Department of Local Government Finance a final amortization schedule.**

#### **Certification**

**I certify to the best of my knowledge and belief that the above is a full, true and complete disclosure for the proposed project(s) to be presented to the Local Government Tax Control Board and Department of Local Government Finance.**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**